

the shelton chronicle

A Publication for the Faculty and Staff
of Shelton State Community College

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THIS HOLIDAY SEASON GIVE THE GIFT OF EDUCATION!

Telephone Registration: Registration: December 7-8

THIS MONTH ON CAMPUS CELEBRATING DIVERSITY MONTH NATIONAL QUALITY MONTH

OCTOBER 16 DIVERSITY DAY

12 Noon

Skyland Auditorium

Featured countries this year include
Germany and Russia.

OCTOBER 16 PIANISTS AT WORK

UA students of Amanda Penick

1 p.m.

Skyland Auditorium

OCTOBER 19 COMPUTER BASICS TURNING IT ON!

3:15 - 5 P.M.

Portable 2/Skyland

Call 391-2233.

OCTOBER 23

FALL FEST WITH SPECIAL SOLOIST

Milady Murphy and Shelton Jazz Band

1 p.m.

Skyland Auditorium

OCTOBER 23-27

INTRODUCTION TO THE FIRE SERVICE

This course acquaints the student with the
philosophy and history of fire protection, the
exacting loss of life and property to fire, and
the organization and function of public and
private fire protection agencies.

Call 759-1508.

OCTOBER 26

BASIC INTRODUCTION TO THE INTERNET

3:15-4:30 P.M.

PORTABLE 2/SKYLAND

CALL 391-2233.

FACES AND PLACES

* **FRAN TURNER** and **PAM DAVIS**

recently had an article published in the

October issue of **READING TODAY**. The

article, entitled "Whole Language Reading Instruction for College Students" is in the Ideas for Administrators section of the magazine. **READING TODAY** is a bi-monthly publication with a circulation of 92,000 people and is the official publication of the International Reading Association. The article covers the same topic that Fran and Pam did a presentation on last fall at the regional meeting of the IRA in Birmingham.

* Shelton's administrative staff recently completed its third professional development seminar for the year. This workshop was on "Planning" and was coordinated by Joyce Jolly, director of planning for the college. The final workshop for the year will be on "Professional Courtesy" and will be held December 1 at Lucy Kubiszyn's home.

* A Shelton State welcome to **Joyce Kelly**. Joyce, who recently joined the staff at the business office, has been named purchasing agent for the college. Joyce hails from Moundville.

NATIONAL QUALITY MONTH

National Quality Month (NQM) was launched in 1984 with a joint resolution in Congress and was proclaimed by President Reagan and later reaffirmed by Presidents Bush and Clinton. The premiere event of NQM is The Quality forum, set this year for Thursday, October 26, from 10 a.m. - 12:30 p.m. The forum brings together leading quality practitioners to share experiences with 250,000 viewers, linked by satellite to sites across North America. This year's theme is 'Quality Happens Through People:

Leadership, Life-Long learning, and Empowerment." Shelton State will celebrate October 26 as National Quality Day.

As part of National Quality Month, a delta team of three Shelton employees, Randy Jarrell, Joyce Jolly, and Johnny Parker, will attend the National Conference on Continuous Quality Improvement at Auburn University, October 22-25. The conference theme is "The Malcom Baldrige Award Criteria in Education: Guidelines for Continuous Improvement in Higher Education."

REPORT ON WELLNESS WORKSHOP FOR FIREMEN

The Alabama Fire College and the Shelton State Wellness Center held a successful five-day, 45-hour workshop for 28 firemen from across the Southeast. The evaluation of the program was rated 5, excellent, and all 28 firemen said they would recommend the program to others. The firemen received a certificate of completion in Wellness Fitness Instruction and three credit hours in Methods of Instruction.

"This workshop would not have been as successful if we had not had the support of the Fire College, Shelton State administration, as well as a great team of speakers," Milady Murphy, director of the Wellness Center, added.

EACH SEMESTER THE ALABAMA WATER RESOURCE AND ENVIRONMENTAL TRAINING CENTER SELECTS A STUDENT FOR RECOGNITION. THIS SEMESTER'S RECIPIENT OF THE AWARD IS GARY BARD, WHO IS RECOGNIZED FOR HIS KNOWLEDGE IN THE WATER AND WASTEWATER PROFESSION.

A native of Colorado, Gary Bard is currently the wastewater superintendent for the City of Camden, Alabama. Prior to

being named superintendent in 1994, Gary was an operator with the city. He holds a Grade IV wastewater certificate, a Grade II water certificate and has over six years of experience in the water/wastewater industry.

Gary decided to return to college because he believes the water and wastewater fields are becoming more regulatory and technologically complex. He believes that earning an associate degree will "broaden his horizons." Currently enrolled in Water Treatment Processes and Introduction to Wastewater classes, Gary's ultimate goal, as he earns his degree, is to become better educated in the theory of water and wastewater treatment.

"The courses at Shelton are interesting and show how complex working in the water field is. Operators need to understand not only how to run a treatment plant, but why they do what they do," Gary says.

Gary is married and he and his wife have three children.

INSTITUTIONAL POLICY

TITLE: COMMUNICATION WITH EXTERNAL AGENCIES

POLICY STATEMENT:

As a public institution, Shelton State Community College recognizes its responsibility to cooperate fully with any outside agency authorized to conduct financial or program audits or administrative or legal inquiries under federal, state, or local laws. It is incumbent upon the administration of the college to verify the statutory authority of said agency and the identity, authority and credentials of the individuals representing the agency prior to the commencement of any audit or inquiry.

Furthermore, representatives of the institution or College employees (as

individuals) have the right to seek legal assistance prior to communicating with any external agency conducting an audit or inquiry if they so desire. Under no circumstances will a College employee communicate, verbally or in writing, with an external agency representative prior to clearance from the President or Vice President.

In cases involving civil or criminal investigations, the College's appointed legal counsel will act as an intermediary between the investigating authority and College personnel and as legal counsel for both the College and the employees(s).

RESPONSIBILITY:

Implementation of this policy is the responsibility of the employee's dean, director, or administrative supervisor.

GUIDELINES:

1. Employees will immediately notify their dean, director or administrative supervisor if contacted directly by any representative of an outside agency for the purpose of conducting a financial or program audit or an administrative or legal inquiry. Note: If the employee's dean, director or administrative supervisor is not readily available, the employee should notify the President's or Vice President's office.
2. The dean, director or administrative supervisor will immediately notify the President's office (or Vice President in the absence of the President) and provide the name, credentials, and agency represented.
3. The President's office will immediately verify the identity, authority, and credentials of the agency representative(s). Upon verification, the dean, director or administrative supervisor will be notified by the President's office. The President's office will give clearance to affected employees to

communicate with the agency representative(s), advise the employee of their right to legal counsel, and arrange a meeting schedule as appropriate.

4. Employees will not communicate with or provide information to the agency representative(s) prior to clearance from the President's office.

5. In cases involving civil or criminal investigations of College programs or personnel, the President or Vice President will arrange a meeting(s) between the investigating authority, the appointed College legal counsel, and the employee(s). The College legal counsel will represent the College and the employee.

INSTITUTIONAL POLICY

TITLE: CONTINUOUS QUALITY IMPROVEMENT

POLICY STATEMENT:

Shelton State Community College is committed to the philosophy, achievement of, and maintenance of Total Quality Management (TQM). We embrace the seven principles of TQM: (1) customer driven planning, (2) process focus, (3) continuous quality improvement, (4) teamwork, (5) empowerment of employees, (6) a structured, disciplined system of methods and tools, and (7) continuous training.

Through the practical application of TQM principles, we aim to provide quality instruction and precise, prompt, and courteous services consistent with the highest educational standards. As an institution, we also strive to be flexible and visionary in providing future programs and services that will empower students and College employees to meet the needs of our service area and the challenges of the global community.

RESPONSIBILITY:

Implementation of this policy is the responsibility of every employee.

GUIDELINES:

1. We challenge every Shelton State employee to embrace and support the concept of TeamSPIRIT, voluntarily accept opportunities to participate in team activities, and contribute to the continuous quality improvement of our educational services to meet and exceed the educational needs of our customers and community.
2. We challenge every employee to seek opportunities for professional development in the principles, tools, and techniques of Total Quality Management (TQM).
3. We challenge every employee to make a personal commitment to the continuous improvement of our internal operations and delivery of educational services.

TEAMSPIRIT UPDATE

The third Systems Improvement Team, External Programs and Community Relations, has been formed. Members are: Elizabeth Bailey; Lyda Black; WyNora Freeman; Jeanetta Hargrow; June Hollingsworth; Milady Murphy; Ronnie Rose; John Speights; Donna Ussery.

Consideration for membership of the fourth team will be happening during the next few weeks. Be a part of the "team spirit" at Shelton and see Linda Grote to sign up for a TQM class.
